



City of Brownsville  
Planning & Development Services Department  
1034 E Levee Street, 2<sup>nd</sup> Floor  
Brownsville, Texas 78520

Date Submitted: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_  
Date of HPDRB Meeting: \_\_\_\_\_

## Certificate of Appropriateness (COA) Application

### PROPERTY OWNER(S) INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### AUTHORIZED REPRESENTATIVE INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_  
Parcel / Tax / Geo ID : \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Specific Case Ordinance: \_\_\_\_\_

- Commercial / Multi-Family
- Single Family Dwelling

Property located within the Downtown Overlay District?  Yes  No

#### Historic Neighborhood:

- Downtown
- Los Ebanos
- West Brownsville
- Buena Vida

#### Current status of the structure:

- Non-Contributing
- Contributing:  Secondary  Primary  RTHL  NRHP

STAFF COMMENTS ONLY:

## SUPPORTING DOCUMENTS

Only fully completed applications will be reviewed. Please submit the completed application along with one hard copy and a USB or CD with all applicable supporting documents listed below in PDF or JPEG format to the Planning and Development Department—Historic Preservation Office located at 1034 E. Levee Street, 2nd Floor.

1. Notarized letter of authorization from the property owner (for representatives, if applicable)
2. Color photographs of all sides of the structure including the front and backyard; photo angles must include the street and alley (no smaller than 4" x 6")
3. Written narrative explaining the proposed work
4. Site plan
5. Elevation drawings and floor plans of planned addition or alterations
6. Specifications of materials to be used
7. Samples of all materials, finishes and/or fabrics
8. Signage mock-up (for Commercial/Multi-family)
9. Certificate of Occupancy application
10. Building permit application
11. Downtown Overlay District Incentive Application (if applicable)

## APPROVAL PROCESS

Applications for certain minor alterations, additions, ordinary repairs or maintenance may be reviewed and approved administratively by the Historic Preservation Officer (HPO) without review by the Historic Preservation Design and Review Board (HPDRB). The following are a selection of improvements that can be administratively approved; for a complete list of activities which can be administratively approved refer to the City of Brownsville's Ordinance 2015-1606, Sec. 348-1521 (a), (b), and (c).

**NOTE:** If the proposed work does not fall within the scope of the HPO's administrative approval it will have to be presented to and reviewed by the HPDRB.

### **Please select the item(s) that best matches the proposed project:**

- General repair/replacement using the same material and design as the original and not requiring structural modifications.
- Replacement of a non-historic characteristic with a new characteristic that aligns with the character and era in which the structure was built.
- Removal of non-historic windows to replace with windows that match the original windows as closely as possible in material and design.
- Rear additions under 200 sq. ft. using the same (non-historic) material as the existing structure as well as the existing roof ridge line for non-contributing structures; must include plans with specifications.
- Repainting of exterior utilizing existing or new color pallet. NOTE: Paint colors must be consistent with the district or landmark characteristics, or are part of the HPDRB's previously approved colors.

- Minor landscaping with 50% or less square foot of front yard replacement, back yard landscaping, installation of parking pads under 144 sq. ft., driveways less than 12' in width and consistent with guidelines, and sidewalks with contextually appropriate placement.
- Removal of chain link, plywood, or vinyl fencing, replaced with wood, wrought iron, garden loop or masonry.
- Signage change in content or configuration (re-facing) that does not involve changes in sign location, dimensions, lighting or total sign area or signage consistent with approved master signage plan.
- Construction of rear ADA ramp, rear porch, rear deck, or swimming pool in backyard.
- Other: If "other" please provide a detailed description of the project in the space below

**TIP:** Submit sufficient materials and information so that someone would be able to understand your project without speaking with you.

**PROVIDE A DETAILED DESCRIPTION OF THE PROJECT IN THE SPACE BELOW**

**APPLICANT CERTIFICATION**

**THE APPLICANT UNDERSTANDS THE FOLLOWING:**

- City of Brownsville staff may photograph and/or videotape your property for administrative purposes related to the COA application.
- Property owners and/or the authorized representative must be present to introduce and defend their case before the HPDRB for all COA applications requiring approval from the HPDRB.
- If the HPDRB fails to approve any portion of the proposed work and/or recommends changes to the plans and specifications, the applicant has five (5) days to submit written notification to the HPO whether the applicant agrees to the recommended changes. Written notifications may be sent to the Planning and Development Services Department.
- If the application is denied by the HPO, the applicant may appeal to the HPDRB within ten (10) days after receipt of notification of the HPO’s decision. All appeals to the HPDRB must be in writing and submitted to the Planning and Development Services Department.
- If the application is denied by the HPDRB, the applicant may appeal to the Planning & Zoning Commission (P&Z) within thirty (30) days after receipt of notification of the HPDRB’s decision. All appeals to P&Z must be in writing and submitted to the Planning and Development Services Department.
- If the application is denied by P&Z, the applicant may appeal to the City Commission after receipt of notification of P&Z’s decision. All appeals to the City Commission must be in writing and submitted to the Planning and Development Services Department.
- Approval of a COA does not take the place of a building permit. Once the COA is approved, the applicant must obtain all required permits from the City’s Building Permits Division located at 1034 E. Levee Street.

I have read and understand the above information and I certify to the best of my knowledge that all information provided in this application and supporting documents is correct.

As owner of the property named on this application, I hereby grant my permission to the HPO/HPDRB to enter my property should it be deemed necessary, and further disclaim any and all liability against any representative of the City of Brownsville or member of the HPDRB for any damages caused.

\_\_\_\_\_  
Signature of Property Owner / Authorized Representative\*

\_\_\_\_\_  
Date

*\*With letter of authorization from owner*